



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
NEVADA HIGHWAY PATROL PILOT	39*	D	11.136

Under general supervision of a region commander, coordinate and administer the Nevada Highway Patrol's (NHP) air enforcement and safety program for the northern or southern region; pilot single-engine fixed-winged aircraft for enforcement of the federally mandated maximum speed limit by flying low level surveillance flights over designated sites throughout the region; provide air surveillance and assessment of law enforcement ground operations and motor vehicle traffic density, flow, and accidents.

Coordinate and administer the NHP air enforcement program for an assigned region by formulating detailed objectives for the air operations program; preparing long range program plans by assessing the requirement for additional personnel, facilities, equipment, and services; preparing, maintaining, and communicating the operating procedures for the program; designing and implementing forms for federal, State and division reporting of program activities; and compiling, analyzing and submitting reports regarding the activity and overall effectiveness of the program to the division and federal agencies monitoring the program. The administrative tasks are performed independently with prepared documents and reports subject to review and final approval from the supervisor.

Prepare the regional aircraft operating budget for submission to the Federal Projects Coordinator by reviewing past expenditures and assessing future needs in order to obtain and maintain federal grant funding; monitor the approved budget which includes reviewing expenditures, adhering to budgetary limitations, and preparing required fiscal forms and reports.

Pilot single-engine, fixed-winged aircraft with retractable landing gear primarily for enforcement of the National Maximum Speed Limit (NMSL); perform air surveillance and assessment for other specialized law enforcement activities such as identifying and reporting potential and imminent traffic hazards; locating, verifying, and assessing the severity of traffic accidents, including assistance at hazardous materials spills or natural disasters; aiding in the tracking and surveillance of fleeing felons and/or vehicles; observing and reporting on law enforcement ground operations; making emergency medical flights; and providing other necessary flight services within the scope of public safety. Normally, flights are conducted approximately 1,000 feet to 2,000 feet above ground level independently following federal, State and division rules, policies and procedures with the pre-scheduled flight mission subject to supervisory review and adjustment. Problems involving policy, procedure and mission are directed to the attention of the supervisor. The Pilot is responsible for making the final decision as to whether each mission will proceed.

Perform pre-flight and post-flight inspections of the division aircraft pursuant to the Federal Aviation Administration (FAA) regulations, to include determining the airworthiness of the aircraft prior to flight through visual inspections of the aircraft's systems, flight controls, engine and propeller; perform minor aircraft maintenance and service in accordance with and limited by FAA requirements. The maintenance tasks are performed independently according to established aircraft maintenance schedules, FAA regulations and maintenance contracts; solicit bids for service contracts as required for aircraft and equipment maintenance, fuel, and hangar acquisition; service contracts are reviewed and approved by division personnel. Problems affecting the airworthiness or maintenance of the aircraft are reported to the supervisor.

Coordinate the selection of speed monitoring sites for NMSL enforcement activities with the NV Department of Transportation (NDOT) based on consideration of speed monitoring reports, statewide traffic counts and federally mandated tolerances regarding speed limits; coordinate the scheduling of air enforcement and other

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

aircraft usage in a patrol region with the respective region commander regarding assignment of personnel from the region to provide air and ground coverage; supervise air operations detail personnel such as relief pilots, aircraft observers and ground support personnel by assigning work and providing input on employee performance and disciplinary action to the region commander. The coordinating and supervising tasks are performed independently with problems beyond the incumbent's authority being brought to the attention of the supervisor.

Establish and direct an ongoing comprehensive public information program regarding the NHP air enforcement and public safety program by coordinating with the division and the region's traffic safety education officers in developing and publicizing information regarding the air enforcement program through various media, and speaking to civic, judicial, and other interested groups. The program proposals and speech outlines are reviewed by the supervisor prior to implementation. May also represent the division on committees or at meetings with federal, State and local agencies.

Develop course outlines, lesson plans, and minimum training standards for certification and re-certification of troopers designated as airborne traffic observers to ensure the troopers present themselves as qualified witnesses in court and appeal hearings. Provide instruction in the classroom and on-the-job on subjects which shall include: (a) airborne law enforcement procedures, rules and regulations, and traffic observation and enforcement of the NMSL; (b) functions, duties and responsibilities of ground support personnel; (c) principles of operation, theory and calibration of airborne clocking devices; (d) basic mathematics and algebra, for the use and derivation of the "distance, time, speed" formula; (e) courtroom demeanor, defense tactics and procedures; (f) basic aircraft operation and equipment; FAA radio procedures, rules and regulations; and airport advisory data (g) NDOT procedure and method for striping highways with vehicle timing marks for operational use and courtroom presentations. Scheduling personnel for the training is coordinated with superior officers. The actual training processes are subject to supervisory observation and review.

May perform the duties of a Nevada Highway Patrol Trooper.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * At the time of appointment applicants must possess: (1) A valid FAA commercial pilot's license with single-engine land and instrument ratings. (2) A valid FAA second class medical certificate. (3) A valid driver's license. (4) Cardiopulmonary Resuscitation and Emergency Cardiac Care Certificate. (5) Restricted Radio-telephone Operator Permit.
- * Applicants must meet the Highway Patrol Peace Officer age and physical requirements and within twelve months following the date of appointment, meet current Peace Officer Standards & Training (P.O.S.T.) certification requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.

EDUCATION AND EXPERIENCE: Three years of traffic enforcement experience such as performing accident investigations and applying traffic control and safety measures as a commissioned member of the Nevada Highway Patrol at the Trooper level or above, and 1,000 flight hours logged as pilot-in-command of a single-engine, fixed-winged, land aircraft of which 100 flight hours were logged within the last twelve (12) calendar months; **OR** graduation from high school or equivalent education with three years of full-time traffic enforcement experience as a peace officer to include performing accident investigations and applying traffic control and safety measures, and 1,000 flight hours logged as a pilot-in-command of a single-engine, fixed-winged, land aircraft, of which 100 hours were flown within the last twelve (12) calendar months.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Thorough knowledge of: FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; instrument approach procedures, instrument flight procedures, airspace usage, navigation, meteorology, weather charts, reports, forecasts and hazards, and the physiology of flight; design, component systems, performance limitations and maintenance needs of single-engine fixed wing aircraft with retractable landing gear and the effect upon the aircraft being operated and operating policies and practices. **Working knowledge of:** principles of loading and weight distribution and the effect on aircraft operation; principles, factors and techniques relating to vehicle traffic enforcement, control, and accident investigations as needed to pilot the aircraft for traffic enforcement and to train Highway Patrol Troopers in the program. **Ability to:** establish and maintain cooperative working relationships with co-workers, other division and department staff, outside agencies, and the public; perform pilot checks of aircraft's flight worthiness and supervise its service and maintenance; communicate effectively verbally and in writing as needed to administer the program, establish the public information program and to train air observers and ground troopers. **Skill in:** operating a single-engine, fixed-winged aircraft with retractable landing gear at low flight levels, over changing terrain, and in adverse weather conditions; flight planning, navigation, meteorology, map reading, radio communications and instrument flying.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: statutory and case law concerning the use of aircraft support for law enforcement; Nevada's principal roadway systems as they relate to types and volume of vehicular traffic as needed to coordinate the selection of speed monitoring sites. **Ability to:** plan, coordinate, and implement a statewide agency program requiring liaisons with one or more agency commanders; prepare full and concise activity, cost and statistical reports as needed to coordinate and administer a federally funded program; develop course material and instruct Highway Patrol personnel in subjects relative to the agency's air enforcement and safety program; develop and monitor a program budget. **Skill in:** operating a skytimer clocking device while operating agency aircraft at relatively low altitudes; *and all knowledge, skills and abilities required of a Nevada Highway Patrol Sergeant.*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.136

ESTABLISHED:	10/14/83R
	4/13/84PC
REVISED:	7/18/86-3
REVISED:	1/30/87
REVISED:	7/1/89LG
REVISED:	7/1/91P
	10/19/90PC
REVISED:	11/15/91PC
REVISED:	7/1/95LG
REVISED:	3/29/01UC
REVISED:	7/1/01LG